



Immigration, Refugees  
and Citizenship Canada

Immigration, Réfugiés  
et Citoyenneté Canada

Chief Human  
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Deputy Minister

Corporate Services

Ottawa K1A 1L1

Dirigeante  
principale des  
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ministre adjointe  
Services Ministériels

F-1201412

## MEMORANDUM TO THE DEPUTY MINISTER AND THE ASSOCIATE DEPUTY MINISTER

### STATEMENT OF ACCOUNTABILITIES AND RESPONSIBILITIES FOR THE PROGRAMME SPONSOR: DIGITAL PLATFORM MODERNIZATION PHASE 3

#### FOR APPROVAL

#### SUMMARY

- The purpose of this memorandum is to secure approval for the letter of Statement of Accountabilities and Responsibilities (SAR) for the Programme Sponsor of Digital Platform Modernization (DPM) Phase 3 (see Annex).
- We recommend you approve the Statement by checking the 'I concur' box and signing this memorandum and the SAR by November 24, 2021.

#### BACKGROUND:

- DPM Phase 3 will enable Immigration, Refugees and Citizenship Canada to fully execute and benefit from digital change by helping re-imagine the migration processes and the client experience through service optimization. The investment in DPM Phase 3 is part of a transformation of the entire organization, across all lines of business.
- Ultimately, DPM Phase 3 will build a new enterprise-wide digital platform that will allow Canada to remain a world leader in managed migration through providing a world-class client experience, achieving operational excellence, enhancing program integrity and enabling the departmental model of the future.

#### CURRENT STATUS:

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N/R

- The finalization of the governance structure is underway, including the distribution of responsibilities and accountabilities for all involved stakeholders.

N/R

### CONSULTATIONS:

- Meetings and consultations are currently underway to establish the governance structure, the responsibilities, and level of accountabilities for all stakeholders. This starts with the Programme Sponsor at the top of the hierarchy and will continue with every level of the governance structure.
- To develop the SAR for the Programme Sponsor, consultations have been held with our partners at TBS and Employment and Social Development Canada. The team has been leveraging their expertise as the basis to develop departmental programme expertise.

### RECOMMENDATION:

- We recommend you approve the annexed Statement by checking the 'I concur' box and signing this memorandum and the SAR by November 24, 2021.

### NEXT STEPS:

- Upon your signature, the SAR will be staffed through the DPM Phase 3 Programme for the signature of the Assistant Deputy Minister of Modernization, and Programme Sponsor.
- The listed accountabilities and responsibilities in the SAR for DPM Phase 3 will be included in the governance structure to ensure that they are properly executed through the life cycle of the Programme.

*Holly Flowers Code*  
Holly Flowers Code

☐ I concur  
☐ I do not concur

☐ I concur  
☐ I do not concur

Caroline Xavier  
Associate Deputy Minister

Catrina Tapley  
Deputy Minister

Annex: Statement of Accountabilities and Responsibilities